

**CLASS TITLE: ASSISTANT CHIEF EMPLOYEE
RELATIONS OFFICER**

**Class Code: 02737600
Pay Grade: 24A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist an Employee Relations Officer of higher rank in planning and directing a comprehensive employee and labor relations program in a large state department; to have specific responsibility for resolving employee grievance problems; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior with considerable latitude for the exercise of independent judgment; work is reviewed for results obtained and conformance to law, policies and instructions.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a staff of subordinates and evaluates their work for conformance to departmental policies, practices and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in planning and directing the work of a staff engaged in employee relations and personnel functions in a large state department involving:

the recruitment of departmental personnel and the processing of all personnel actions in accordance with Rhode Island State Merit System Act and Personnel Rules, and the maintenance of an employee relations program; reviewing qualifications and abilities of individual employees and making recommendations concerning transfers, promotions or reassignments of such employees whenever necessary in order that the skills of employees may be utilized; and

explaining State Merit System laws, rules and procedures to the departmental personnel; interpreting departmental and employee needs to the State Personnel Division involving problems of classification, salary, status of employee, layoffs, suspensions, dismissals, leaves, reinstatements, reemployment and examinations; and

the coordination of the departmental in-service training program with the overall in service training program directed by the Personnel Administrator and to cooperate with him or his representative in the development and maintenance of an effective in service training program, for the Department.

To have specific responsibility for investigating and resolving employee grievance problems and to assist in other labor relations matters.

As required, to meet with employee representatives and prepare an agenda for conferences between employee representatives and the department director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the State Merit System Act and Personnel Rules and the ability to interpret and apply such Act and Rules; a working knowledge of the principles and practices of a departmental personnel, training and employee relations program and the ability to apply such principles and practices; a familiarity with the State's Labor Relations Laws as they apply to state employees; the ability to investigate individual employee problems and grievances and to assist in resolving such problems and grievances; the ability to supervise and review the work of a personnel staff assisting in carrying out a comprehensive departmental personnel program; the ability to prepare reports with findings, conclusions and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a supervisory capacity in work involving application of modern personnel methods, policies and practices in the field of private or public personnel administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 27, 1971

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